



March 2, 2007


Coddington Learning Center
1400 SW 22nd St
Lincoln NE 68522

Dear Ms. Oltman:

In accordance with the letter, written by Rene Tiedt, Child Care Resource Supervisor, on February 20, 2007, your original License to operate a Child Care Center in the State of Nebraska has been placed on Corrective Action Status. A license imprinted with the term "Corrective Action Status" is enclosed, this status became effective February 20, 2007, and it will remain in effect until August 20, 2007. Upon completion of this term a new license will be issued to you.

At this time we ask that you return your current license, within the next ten (10) days, to Marsha Wandersee in the Credentialing Division. If you have any questions please contact Child Care Licensing, at (402) 471-9302.

Sincerely,


Helen L. Meeks, Administrator
Credentialing Division

HLM/clb

cc: Child Care Licensing

Your extension for Nebraska Child Care Center has been approved and your licensure document is attached. You will receive a new licensure document each time you amend your license.

This license shall be kept available in the establishment and such proof of credentialing shall be shown upon request.

State of Nebraska

Department of Health and Human Services

Regulation and Licensure

CODDINGTON LEARNING CENTER, INC.

is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an
Operating **Child Care Center**

located at: **1400 SW 22ND ST LINCOLN NE 68522**

A maximum of **50** children in ages **6 WKS** to **13 YRS** may be in attendance at any one time during the hours of **0630** to **1800** on **MTWTF**.

CODDINGTON LEARNING CENTER is hereby issued License No. **CCC7846**
whose status is **Active-Corrective Action Status** effective from **02/20/2007**

Given under the name and Seal of the Department
of Health and Human Services Regulation and
Licensure of the State of Nebraska at Lincoln on
March 2, 2007.



Joann Schaefer
Joann Schaefer, M.D., Chief Medical Officer, Director
Department of Health & Human Services Regulation & Licensure

February 20, 2007

Cheryl's Learning Center
DBA Coddington Learning Center
Attn: Sue Oltman
1400 SW 22ND Street
Lincoln, NE 68522

Dear Ms. Oltman:

I received your corrective action plan, which is required as a condition of your Corrective Action Status License. Your plan is accepted as written.

Your plan stated you would complete the following:

1. All staff will be required to read and understand the Child Care Center regulations.
2. All staff will sign a statement of understanding both the Child Care Center regulations and Child Abuse/Neglect reporting law.
3. All staff will be required to inform Director/Assistant Director of suspected child abuse/neglect. This is not in place of informing Law Enforcement or Child Protective Services. You added a statement into your Employee Handbook is reporting "to report the proper authorities; CPS or Police Department".
4. You will arrange and all staff will attend Mandatory Reporter Training provided by HHSS Protection and Safety staff within 30 days. Documentation /Attendance Record for this training must be submitted to Child Care Inspection Specialist, Katie Zabel within 5 days of completion of the training.

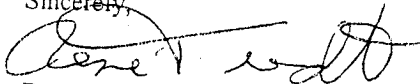
Your Corrective Action Status is in effect from February 20, 2007 to August 20, 2007.

You are subject to monitoring visits by Child Care Licensing Staff to determine compliance with this plan.

If at any time subsequent to your placement on Corrective Action Status, should Child Care Licensing receive substantiated concerns or complaints relating to the care, well being or risk to children in care, Child Care Licensing/Credentialing Division will initiate further negative action against your Child Care Center License.

If you have any questions, please contact me at 402.471.9193 between 8:00 am and 5:00 pm, Monday through Friday.

Sincerely,



Rene Tiedt
Child Care Resource Supervisor
Nebraska Department of Regulation & Licensure
Credentialing Division

LINCOLN OFFICE

1050 "N" STREET, P.O. BOX 98933, LINCOLN, NEBRASKA 68509-8933 PHONE (402) 471-7000

TRANSLATION SERVICES CAN BE ARRANGED (402) 471-7000

TDD/TT (TELEPHONE FOR THE HEARING IMPAIRED) (402) 471-5225

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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MAR 5 2007

Coddington Learning Center
1400 SW 22nd St
Lincoln, NE 68522
(402) 477-7440

February 9, 2007

Rene' Tiedt
Child Care Resource Supervisor
Child Care Licensing Program-Credentialing Division
Regulation & Licensure
1050 N Street, Suite 324
Lincoln, NE 68508

Dear Ms. Tiedt:

After receiving notice of the placement of my operating license on Corrective Action Status for a period of six months, I am submitting my written plan of correction. The policy to report suspected child abuse/neglect by staff and directors, which has always been in our staff handbook, is included. All staff are required to read and understand the Child Care Center Regulations. During orientation of new employees we, also, have them sign to ensure their understanding of both the regulations and reporting on abuse/neglect. Although staff are required to inform the director/assistant director of suspected abuse/neglect, it is not implied or otherwise understood to be in replacement of reporting a case to the proper authorities. (Child Protective Services or Police Department) To clarify this even more, we added the following in the handbook: 'to the proper authorities; CPS or Police Department'. I will call to arrange the required training and send you documentation when I receive it. Since we cannot appeal this action, I would like my written comments attached to the above mentioned file.

The facts as stated in the letter dated 2/7/07 are not entirely correct. I found the following discrepancies: the bruising in question was so faint and indistinguishable that the teacher changing her diaper wasn't sure it was a bruise. That is why she asked Ms Umana to view the child. I decided, as I would with any child, to see if the parent could explain or forgot to tell us something. Because we did not have a phone number for mother, we had to call father to get the number.

Mother's story was believable, not only by us but the officer who came to our center stated the same conclusion. After the explanation given by mother, that would have been the end of it for any other child and no further action would have resulted. In this case, however, father came to the center and made comments about mother having her other children taken away for abuse. It was at that time, the possibility of abuse became a concern. I knew it was not my job to make a decision. Dad did not ask us to make the call. He took the child and returned her to mother within 3 hours. I do not appreciate manipulation from this father. He obviously did not believe the child was abused or he wouldn't have returned her to her mother.

Jennifer Umana did not state to Officer Graham that she didn't know she was required to report abuse. She has been in child care for approximately 10 years and graduated from SCC in 2001 with her AAS Degree in Early Childhood Education. She is highly qualified and knows licensing regulations & abuse/neglect reporting requirements.

We did not intentionally interfere with a Law Enforcement/CPS investigation. We did report possible abuse immediately when it became questionable.

It should be noted that the suspected abuse was unsubstantiated.

The information we had prior to this incident included: when we enrolled the child a case manager/legal guardian (Chris Siefken) called us to inform of her state ward status and visits scheduled by Visinet. We did not know who would be bringing in the child or who would pick up when no visits were scheduled. These visits stopped one day and father informed us (after I asked for an update) that he and mother were working out visits by themselves without Visinet. I tried calling the above case manager at that time to see what the arrangements for the child were. I was given the phone number for a supervisor and I had to leave a message. No one returned this call. We have no idea, still, as to the arrangements and situation of this child. Katie Zabel did call back to say that she believes father has custody and gave us the name of a new case worker. This caseworker was supposed to call us but we have not received any other information. If there are children who are in potentially dangerous situations, background information on these children/parents should be given to us when they enroll and we should be kept up to date.

Sincerely,

Sue Oltman, Director

Enclosures

Cc: Katie Zabel, Child Care Resource Specialist

Coddington Learning Center
Employee Handbook
of
Benefits, Policies and Procedures

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When an employee's conduct warrants discipline less severe than termination, the following procedure will be followed:

1. First offense, a verbal warning will be given.
2. Second offense, a written warning shall be issued.
3. Third offense, a 3-day suspension without pay shall be given.
4. Fourth offense, employee shall be discharged.

Reorganization

Reorganization shall be considered to include any change in CLC's program, which changes job requirements or eliminates a position. In the event a dismissal is required, a two-week notice will be given if possible.

Abuse/Endangerment of Children

Company policy absolutely forbids any form of verbal or physical abuse of children. This type of conduct will result in immediate termination of the employee, regardless of position.

Endangering the well being or safety of children, including leaving a classroom or van unattended, will result in termination.

All employees have a legal requirement to report any suspected child abuse/neglect to the proper authorities (Law Enforcement/Child Protective Services). In addition (not in place of), staff members must notify the center director if child abuse/neglect is suspected.

Discipline of Children

Preventive discipline improves children's self-esteem and problem solving skills, and encourages pro-social behavior. This helps the center maintain an atmosphere of warmth and understanding and helps children develop as individual and as part of a group.

Coodington Learning Center
1400 SW 22nd St
Lincoln, NE 68522

STAFF RECORDS CHECKLIST

_____ Staff name, address, telephone number

_____ Health Information Report (yearly)
_____ Job Description
_____ Dates of employment and separation

_____ Date of Employment _____ Date of Separation
_____ Felony/misdemeanor statement (yearly) signed and dated
_____ Release of Info Form
_____ 2 Non-relative references
_____ ~~Has read/is familiar with~~ "Child Care Center Regulations"
_____ CPR/First Aid verification (If applicable)
_____ I-9
_____ W4
_____ Policies & Procedures _____ Addition
_____ Performance Release (may decline)
_____ In-Service Records: Average hours worked:
 31-40: 12 hours/year required
 21-30: 9 hours/year required
 20m or less: 6 hours/year required
_____ Written statement from director certifying staff qualifications have been verified.
Teacher : 3 credit hours or 15 clock hours in-service in child development, etc.,
OR 1 year experience in organized group activities as indicated by a positive
reference OR have a CDA OR have a degree
_____ Orientation Checklist
_____ Questionnaire
_____ Bi-Annual Health and Safety Training (2hrs within 30 days)

Coddington Learning Center
1400 SW 22nd St
Lincoln, NE 68522

STAFF ORIENTATION CHECKLIST

Please initial each of the following categories, as you understand them:

- ☐ Tour of center
- ☐ State regulations
- ☐ Program philosophy and schedule
- ☐ Parent handbook
- ☐ Health policies
- ☐ Emergency procedures (fire, tornado)
- ☐ Procedures for first aid
- ☐ Medication policies and permission form
- ☐ Accident report form
- ☐ Time cards
- ☐ Continuing education hours (inservice)
- ☐ Behavior guidance program
- ☐ Cleaning schedules/center upkeep
- ☐ Attendance sheets
- ☐ Reporting abuse and neglect

I have read and understand the information listed concerning policies and procedures included in each category.

Signature

Date

ORIENTATION TRAINING CHECKLIST

Staff Name _____ Date Hired _____

Buddy Mentor _____

FIRST 10 DAYS ☐ Diapering Observation (date _____) ☐ Program philosophy

Date completed ☐ Tour of Center ☐ State Regulations ☐ Attendance Sheets

- ☐ Tornado and fire evacuation procedures, reviewing *Emergency Evacuation and Drills Policy*
- ☐ Names and ages of assigned children
- ☐ Health needs, nutritional requirements and SPECIAL CARE PLANS for assigned children
- ☐ Parent communication, written and verbal. Review *Parent Communication and Education Policy*
- ☐ Develop lesson plans with developmentally appropriate activities. See SAMPLE LESSON PLAN
- ☐ ~~Suspected Child Abuse Policy~~
- ☐ *Approved Methods of Discipline Policy*
- ☐ *Handwashing Policy*
- ☐ *Diapering Policy*
- ☐ Attend Safe Food Handlers Class and Food Service Policies if staff is a cook
- ☐ *Safe Food Handling, Preparation and Serving Policy* if staff serves food
- ☐ *Drinking Water Policy*
- ☐ Sudden Infant Death Prevention see *Infant Sleep Safety Policy*
- ☐ *Infant/Toddler Feeding Policy*
- ☐ Facility Cleaning Policies
- ☐ *Cleaning and Disinfecting Policy*
- ☐ *Cleaning and Sanitizing Policy*
- ☐ *Kitchen Cleaning and Equipment Storage Policy*
- ☐ *Restroom Cleaning Policy*
- ☐ *Toy Cleaning Policy*
- ☐ *Body Substance Clean-Up Policy*
- ☐ *Blood Borne Pathogen Exposure Plan Policy*
- ☐ Staff Orientation Questionnaire
- ☐ Accident Report Form
- ☐ Parent Handbook
- ☐ Time Cards



WITHIN 30 DAYS

- ☐ *Daily Health Check Policy*
- ☐ EXCLUSION GUIDELINES and *Child Exclusion Policy*
- ☐ *Staff Illness, Injury and Exclusion Policy*
- ☐ Continuing Education
- ☐ *Environmental Safety Hazards Policy*
- ☐ Medication Policy
- ☐ Caring for the Mildly Ill Child Policy
- ☐ *Urgent Care Policy*
- ☐ Bi-Annual Health and Safety Training



WITHIN 90 DAYS

- ☐ Other
- ☐ Other
- ☐ CPR
- ☐ First Aid



Evaluation Date _____ Evaluated by _____

ORIENTATION TRAINING CHECKLIST

J7



February 7, 2007

Cheryl's Learning Center
DBA Coddington Learning Center
Sue Oltman
1400 SW 22ND Street
Lincoln, NE 68522

Dear Ms. Oltman:

Nebraska Revised Statutes, Section 71-1911(4), of the Child Care Licensing Act, effective July 16, 2004 (Law 2004, LG 1005), provides that the Department may place a license on corrective action status.

FACTS:

On January 29, 2007, Child Care Resource Specialist, Katie Zabel conducted a complaint investigation regarding the child abuse and neglect reporting law. Allegations were that the facility did not report child abuse on a child in care at the facility. CCRS Zabel interviewed both, Assistant Director, Jennifer Umana and Director, Sue Oltman at the child care facility. Ms. Umana stated that she observed bruises in the diaper area of the child. She then made phone contact with both parents. Mother gave an explanation of how the bruises might have occurred. Later, the father of the child went to the child care facility, viewed the child and asked Ms. Umana to call Child Protection Services. Ms. Umana made the call.

Both Ms. Umana and Ms. Oltman were aware that the child in question was a State Ward due to past abuse / neglect concerns. In spite of having this information, Ms. Umana stated to CCRS Zabel that she did not suspect child abuse. Report from the Lincoln Police Department shows that Ms. Umana told Officer Graham, that she was not aware that she was required to report abuse. By contacting the parents before reporting the abuse, she interfered with Law Enforcement/Child Protective Services investigation.

CCRS Zabel discussed having the child care center staff attend Mandatory Reporter Training to help them better understand the reporting law and signs of child abuse and neglect. Ms. Oltman stated that she did not know if she wanted her entire staff to attend the training. CCRS Zabel reminded Ms. Oltman, her that the entire child care staff were required to report. CCRS Zabel went on to discuss that it was Law Enforcement/Child Protective Service's job to investigate not the child care center's. Ms. Oltman's statement regarding not wanting her entire staff to be trained in mandatory reporting, led CCRS Zabel to believe that the center has a current policy which requires staff to report suspected child abuse/neglect to the director / asst director. The administration's behavior in not reporting suspected child abuse, does threaten to endanger the health or morals of the children in care.

LINCOLN OFFICE

1050 "N" STREET, P.O. BOX 98933, LINCOLN, NEBRASKA 68509-8933 PHONE (402) 471-7000

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LO-48

Regulatory Bases:

391 NAC 8-002 Staff Qualifications: The licensee and director shall not knowingly allow any person (neither paid nor volunteer), having been convicted or admitted to crimes against children, crimes involving moral turpitude to be on the center premises. Center staff, whether paid or volunteer, shall not engage in or have a history of behaviors injurious to or which may endanger the health or morals of the children in care.

DETERMINING CORRECTIVE ACTION STATUS:

A non-disciplinary probationary license may be issued for the licensee to operate under corrective action status if the Department determines that:

- (a) The licensee is unable to comply with all licensure requirements and standards or has had a history of non-compliance;
- (b) The effect of non-compliances with any rule or regulations does not present an unreasonable risk to the health, safety, or well-being of children or staff; and
- (c) The licensee has a written plan of correction that has been approved by the Department.

Based on the facts presented above and the regulations violated, the Department is placing your operating license on Corrective Action Status for a period of six months.

CORRECTIVE ACTION STATUS PLAN:

Corrective action status is voluntary and the decision regarding placement on corrective action status is not appealable. However, you are required to submit a written plan of correction that must be approved by the Department.

The minimum the plan should specifically address is the following:

1. How staff, including all directors and teachers plan to report suspected child abuse/neglect in the future. This policy must be part of the child care center's staff handbook.
2. All staff, directors, teachers will attend Mandatory Reporter Training provided by Child Protection and Safety staff within 30 days. This training can be arranged by calling Jodi Allen, PSW Supervisor at 402.471.1720. Documentation/Attendance Record of this training must be sent to Katie Zabel within 5 days of the training.

Please submit your written Corrective Action Plan to Katie Zabel, Nebraska Department of Health and Human Services, Regulation and Licensure, 1050 N Street, Suite 324, Lincoln, NE 68508, within 10 calendar days after you receive this letter.

FAILURE TO SUBMIT CORRECTIVE ACTION PLAN:

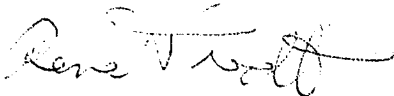
If you do not submit a written plan of correction or the written plan of correction is not approved, the Department may discipline your license by imposing one or a combination of the following types of disciplinary action:

- (a) Issue a probationary (disciplinary) license;
- (b) Suspend or revoke a provisional, probationary, or operating license;
- (c) Impose a civil penalty of up to \$5.00 per child, based upon the number of children for which the program is authorized to provide child care on the effective date of the finding of violation, for each day the program is in violation;
- (d) Establish restrictions on new enrollment in the program;
- (e) Establish restrictions or other limitations on the number of children or the age of the children served in the program; or
- (f) Establish other restrictions or limitations on the type of service provided by the program.

If you have questions regarding this letter, please contact Katie Zabel at 402.471.9132 or me at 402.471.9193.

Thank you.

Sincerely,



Rene' Tiedt
Child Care Resource Supervisor
Child Care Licensing Program-Credentialing Division
Regulation & Licensure
1050 N Street, Suite 324
Lincoln, NE 68508

Cc. Katie Zabel, Child Care Resource Specialist
Marsha Wandersee, Administrative Assistant II